

CITY OF LINCOLN

FIRE BATTALION CHIEF

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

The Fire Battalion Chief classification exists to uphold the City and Department's stated mission statement, core values, and goals. Incumbents in this position are mid-level managers that are required to perform skilled emergency service work, supervise Fire Company Officers, and provide technical administrative and managerial functions. Work at this classification differs from that of their subordinates by the responsibilities of their supervisory and administrative duties.

DISTINGUISHING CHARACTERISTICS:

The capability of motivating, supervising, training, and evaluating subordinate level employees is a significant element of this classification. A Fire Battalion Chief must be capable of making sound judgments and effective decisions. An incumbent should understand their own management style and be able to make adjustments when necessary. The ability to promote an effective team environment is critical. Fire Battalion Chiefs should be capable of effectively managing people in emergency and non-emergency activities. The ability to operate within an incident management system is essential. Fire Battalion Chiefs must be able to work for extended periods of time at emergency incidents that may involve physical exertion often under adverse environmental conditions.

CLASSIFICATION RESPONSIBILITIES:

A Fire Battalion Chief is responsible for supervising emergency and non-emergency activities of assigned Fire Companies and is responsible for their safety. Fire Battalion Chiefs have command function responsibilities during emergency incidents. Battalion Chiefs are mid-level managers responsible for directing, coordinating, and controlling the operational, planning, logistical, and administrative functions of the every day business activities of the fire department. Fire Battalion Chiefs may be temporarily assigned to assume the responsibilities of the Fire Chief. Battalion Chiefs are assigned to a 40-hour work week on a 9/80 schedule. Battalion Chiefs may be assigned to work shift work. This class is FLSA exempt.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Be an advocate for the mission statement, core values, and goals of the City of Lincoln and the Lincoln Fire Department.
- Ensures compliance with the Fire Department rules, policies, and procedures and evaluates their effectiveness.
- Enforces pertinent codes, laws, and City ordinances in carrying out the responsibilities of the position.
- Provide for a safe work environment.
- Communicates with peers, subordinates, City management, and other City employees to ensure the continuity of daily routines, emergency incident objectives, and department effectiveness while establishing and maintaining positive working relationships.

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- Communicates, establishes, and promotes positive working relationships with the general public in order to manage and deliver service of all types including business inspections, public safety education, and school programs while assessing customer needs and providing feedback.
- Assume the responsibilities of the fire department in the absence of the Fire Chief.
- Respond to emergencies and non-emergency calls for service as required.
- Establish or assume command during emergency operations.
- Coordinate, direct, and supervise fire department resources during emergency operations.
- Manage significant emergencies and disaster situations addressing all phases of emergency management.
- Remain calm during emergencies.
- Investigate fires to determine cause and origin.
- Perform post incident critiques and analysis.
- Monitors and responds appropriately to radio traffic.
- Communicates with the Fire Dispatch, Fire Department personnel, and other agencies in performing emergency scene operations including formulating and transmitting on-scene reports, resource requests, coordination of resources, and routine radio traffic.
- Determines and schedules daily shift assignments and constant manning requirements.
- Participate in Company level training, fire life safety inspection, and pre-fire planning including target hazard analysis.
- Make periodic inspections of personnel and the general condition of apparatus, equipment, and facilities.
- Provide for personal development including keeping informed on national, state, and local fire service issues.
- Assist with the professional development needs of subordinates and provide guidance with frequent and timely feedback in helping meet their individual career goals.
- Acts as the fire department liaison to other City departments and outside agencies as assigned.
- Produces written and electronic documents.
- Develop and maintain an adequate system of files, records and reports.
- Assists in the preparation and administration of the annual budget and exercises prudent resource management.
- Develop and recommend department long and short term goals and objectives.
- Develop, implement, and evaluate fire department programs for overall effectiveness.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is received from the Fire Chief. Performance is reviewed regularly and is based on individual as well as the performance of assigned Fire Companies. A Fire Battalion Chief is responsible for the supervision of assigned Fire Company Officers. A Fire Battalion Chief may exercise direct and/or indirect supervision over civilian and volunteer fire personnel.

PHYSICAL:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Position requires: sitting, twisting and reaching for equipment; perform various tasks that require standing, walking, bending, stooping, squatting, climbing, kneeling, simple and power grasping, pushing, pulling, and fine manipulation; wear appropriate personal protective equipment; perform physical activities of a strenuous nature; see and hear with sufficient acuity; may lift very heavy objects, especially when responding to or operating at emergency situations or incidents.

ENVIRONMENTAL WORKING CONDITIONS:

The work environments described here are representative of those an employee may encounter while performing the essential functions of this job. Positions requires: work indoors and outdoors; travel in a vehicle to emergency situations or other calls for service at anytime of day; may be exposed to atmospheres that may be immediately dangerous to life and health (IDLH) including dust, noise, smoke, fumes, gases, oil, grease, constant equipment vibration, machinery with moving parts, moving objects and other vehicles, wet and slippery surfaces; work unusual and prolonged schedules during emergencies in adverse environmental conditions including extreme temperatures.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education:

A Bachelor's degree from a regionally accredited college or university.

Experience:

Employed as a full-time career Fire Fighter for a minimum of ten years including five years at the rank of career Fire Captain that has provided the knowledge, skills and abilities necessary for the position of **Fire Battalion Chief**.

License/Certificate:

Possession of the following certifications: Strike Team Leader, California State Fire Marshal Chief Officer, and EMT 1 recognized by Sierra-Sacramento Valley Emergency Medical Services Agency. Note: Other recognized EMT 1 certificates will be reviewed. FEMA IS-700 & IS-800 is required.

Must be able to possess a California Driver License Fire Fighter Class "B" with a Tank endorsement and cannot be air brake restricted.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

- Organizational philosophy and procedures that directs all managers in the discharge of their duties including executive management skills, effective fire department human resource management programs, and public labor relations theory and practices.
- Principles and practices of modern municipal fire administration including incident command strategy and tactics, fire prevention, investigation, and suppression management.
- Principles and practices of program management, budget development, administration and evaluation including purchasing fire equipment, facilities maintenance and construction.

- Department rules, regulations, policies, and procedures.
- Effective supervisory practices including methods and techniques of leadership, team building, and scheduling work assignments.
- Methods and techniques of motivation, training and principles of vocational instruction relative to fire personnel.
- Code enforcement of applicable federal, state and local laws, codes and regulations including Fire and Building codes.
- Operational policies of adjacent jurisdictions.
- Disaster preparedness, mitigation, management, and recovery practices.
- Theories, methods, and practices of fire investigations
- Rules, regulations, procedures, and laws governing the arrest and processing of arson suspects.
- City streets, public assemblage buildings, location of commercial/industrial occupancies operating under hazardous material licenses, and target hazard analysis within the City of Lincoln.
- Standard office procedures, practices and equipment; modern office equipment including a computer and applicable software.
- Methods and techniques for record keeping, report preparation, and writing.
- Occupational hazards and standard safety practices.

Ability to:

- Perform a broad range of management responsibilities including analyzing and delegating.
- Assume the responsibilities and authority of the Fire Chief.
- Effectively plan, organize, coordinate, and evaluate Fire Company's work assignments including emergency response, prevention, and related activities.
- Interpret and apply administrative policies.
- Implement effective labor relations practices including conducting thorough personnel investigations and associated discipline.
- Perform target hazards analysis.
- Administer medical aid.
- Work in confined spaces.
- Work at heights greater than 10 feet.
- Represent the interests of the City in the community and at professional meetings as required.
- Gain cooperation through discussion and persuasion.
- Formulate Fire Department long range goals and objectives.
- Project consequences of proposed actions and implement recommendations in support of goals.

- Explain and apply applicable laws, codes and regulations.
- Work with applicable government agencies and entities in developing policy proposals for how the City of Lincoln will interpret and meet proposed new rules, regulations, and laws.
- Read, interpret and record data accurately including the preparation of comprehensive reports, plans, and estimates.
- Assisting with the development and planning of a departmental budget.
- Work independently and as part of a team by establishing and maintaining effective working relationships.
- Provide administrative direction to and review the recruitment and training of volunteer, reserve, career Fire Fighters, and the balance of the work force.
- Develop and administer entry and promotional level exams.
- Exercise a high degree of self-discipline.
- Make sound decisions within established guidelines under emergency and non-emergency situations.
- Analyze a complex issue; develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Maintain physical fitness.
- Work under the physical, environmental, and mental conditions for the position of Fire Battalion Chief.
- Instructs others in subjects including fire safety, fire prevention, firefighting, emergency medical services (EMS), and public safety training classes.

Skill to:

- Effectively supervise and receive supervision.
- Operate a telephone, radio, office computer, and a variety of word processing and software applications.
- Safely and effectively operate a variety of equipment, tools and vehicles used in the Fire Service.
- Demonstrate proficiency in the English language.